



# State of Nevada – Department Of Personnel

## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
STATE RECORDS MANAGER	37	A	4.204
RECORDS MANAGER II	33	B	4.210
RECORDS MANAGER I	31	B	4.212

### SERIES CONCEPT

Inventory official records created and maintained by State agencies, boards, and commissions by recording pertinent information including file content; location; volume; storage media; date/range of records; file sequence; estimated annual growth; agency use and retention needs in preparation for appraising each record series.

Appraise record series inventories from State agencies, boards and commissions and local government agencies to determine the administrative, fiscal, legal, and archival research value by researching applicable federal, state, and agency laws, regulations, policies, and procedures.

Establish and periodically review and update record retention schedules to ensure official state and local government records are retained and disposed of in a manner which conforms with legal requirements and the policies and needs of the agencies. This is accomplished by recommending retention periods based on the information gathered during the inventory and appraisal processes and seeking final approval of the recommendation from appropriate sources such as the State Board of Examiners or Local Government Advisory Board.

Assist in the establishment of efficient and cost effective records management programs by serving as a consultant to state and local governments to provide assistance and expertise in all aspects of records management including records storage facilities and equipment; micrographics; optical imaging systems; office automation; vital records program; file systems; forms design and management. Consulting services range from responding to inquiries to preparing and conducting workshops and training modules.

Perform operational duties at the State Records Center in conjunction with the transfer and arrangement of records, access to stored records, and destruction of obsolete records. This includes assigning shelf space locations and accession numbers to records boxes; retrieving materials for authorized agency representatives; replacing records and files when returned; properly disposing of files having expired retention requirements.

May participate in awarding funds and monitoring grant projects for local governments wishing to develop or improve records management programs by encouraging participation through the dissemination of information and grant applications; reviewing applications and making recommendations to the funding source regarding approval and funding level; reviewing activities to ensure compliance with the approved project.

Promote professional and public awareness of records management programs through oral presentations and participation in professional organizations.

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## **CLASS CONCEPTS**

### **STATE RECORDS MANAGER**

The position allocated as State Records Manager works under the general supervision of the State Archives and Records Administrator and is responsible for managing the Records Management Section of the Division of Archives and Records, Nevada State Library and Archives.

The incumbent performs or supervises the range of duties described in the series concept and in addition performs managerial duties such as:

Directs the operation of the State Records Center in order to provide an efficient and cost effective program and facility for the maintenance, use, retention, and disposition of government records. This includes instructing staff and agency record officers as to what materials constitute records, developing procedures for accepting materials into the records center and procedures for accessing materials stored there. Incumbent supervises destruction of obsolete records by reviewing accession sheets to verify retention period and ensuring agency records officers receive proper notification. Produces documentation and authorizes transfer of material determined to have historical value to the archives section.

Develops procedures and policies pertaining to various aspects of records management including Records Management Section operations and retention of local government records. This is accomplished by identifying the record management needs and responsibilities of state and local government entities; evaluating the ability of the Records Management Section to fulfill the requirements; reviewing and incorporating into recommended policies and procedures, applicable federal and state statutes and professional standards and principles. Follows established procedures to develop formal regulations from approved recommendations. Produces manuals and informational pamphlets concerning records management for distribution to government agencies. Drafts and submits for division/agency review proposals for new or revised legislation pertaining to records management issues.

Develops and monitors the biennial budget recommendation for the Records Management Section by reviewing past expenditures, current funding levels, and assessing future section needs and priorities. The budget recommendation is submitted to the division administrator for review and incorporation into the division budget.

Supervises professional and non-professional level staff to accomplish goals of the section which includes hiring and training employees, assigning and reviewing work, motivating staff, providing counseling and guidance, initiating disciplinary actions, and evaluating performance.

Seeks funding for special projects by preparing, independently or in conjunction with other division staff, grant proposals for submission to federal and state granting agencies and private funding sources. This includes justifying the need for the project, summarizing the objectives and project plan, estimating associated personnel and non-personnel related expenses, and developing time lines. Incumbent participates in administration of the grant by recruiting, interviewing and hiring personnel for the project; monitoring and reviewing progress of work; preparing project reports.

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## CLASS CONCEPTS (cont.)

### RECORDS MANAGER II

Records Manager II's perform the range of duties described in the series concept and may supervise support staff such as archives and records assistants, clerical employees, and student workers. Supervision includes hiring; training; assigning duties and reviewing work; providing guidance and discipline; evaluating performance. Incumbents may also provide training, work assignment and work direction to other Records Managers.

Incumbents typically work under the general direction of the State Records Manager. Work is assigned through goals and objectives and reviewed through goal attainment. Decisions regarding record retention are governed by local government, state, and federal statutes and regulations as well as agency policies and procedures. This is the journey level class in the series.

### RECORDS MANAGER I

Records Manager I's perform the range of duties described in the series concept in a training capacity. Incumbents may also provide supervision including training, work assignment and work direction to support staff such as archives and records assistants, clerical employees and student workers.

Incumbents typically work under the general direction of the State Records Manager. Work is assigned through goals and objectives and is periodically reviewed for progress and accuracy. Decisions regarding record retention are governed by local government, state, and federal statutes and regulations as well as agency policies and procedures. This is the entry level class in the series.

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## MINIMUM QUALIFICATIONS

### STATE RECORDS MANAGER

#### EDUCATION AND EXPERIENCE:

I

A Master's degree from an accredited college or university in history, information management, or closely related field of social science or business management which included an emphasis in records management or archives administration or which included six semester credits in computer science and six semester credits in college algebra or higher level math; and four years of professional records management experience at least three years of which included responsibility for records systems, the appraisal, retention, disposition, and protection of records, records management and information management technology, project management and supervision of clerical, technical, or paraprofessional staff; OR

II

A Bachelor's degree from an accredited college or university in the fields of study described in Option I and five years of professional records management experience at least three years of which included responsibility for records systems, the appraisal, retention, disposition, and protection of records, records management and information management technology, project management and supervision of clerical, technical, or paraprofessional staff; OR

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### MINIMUM QUALIFICATIONS (cont.)

#### EDUCATION AND EXPERIENCE: (cont.)

##### III

Certification as a Records Manager by the Institute of Certified Records Managers and supplemental professional records management experience so that the total professional experience is equivalent in type and amount to that described in Option I or Option II; OR

##### IV

Three years as a Records Manager II in Nevada State service; OR

##### V

An equivalent combination of qualifying education above the high school level and professional records management experience.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (These may be acquired on the job and/or are needed to perform the work assigned.)

General knowledge of general and state specific principles and practices of budgeting, accounting, auditing and purchasing. Working knowledge of federal laws, codes, and regulations dealing with the requirements, restrictions, and reasons for the retention and use of records.

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of professional archival principles, practices and concepts.

Ability to adapt records management principles, standards, equipment, procedures and methods for the effective and efficient use of filing systems and retention schedules to save budgeted monies, office space and personnel time. Ability to analyze technical data concerning records storage facilities, storage equipment specifications and use, fire suppression and security systems, micrographics and optical imaging systems, office automation equipment and systems, and file management systems in order to identify their relationships, strengths and weaknesses. Ability to formulate and administer a section budget with multiple funding sources.

In addition, all knowledge, skills, and abilities required at the lower levels of the series.

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#### RECORDS MANAGER II

#### EDUCATION AND EXPERIENCE:

##### I

A Master's degree from an accredited college or university in history, information management, or closely related field of social science or business management which included an emphasis in records management or archives administration or which included six semester credits in computer science and six semester credits in college algebra or higher level math and one year of professional experience in which applicant acquired experience in records systems, and the appraisal, retention, disposition, and protection Of records; OR

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### MINIMUM QUALIFICATIONS (cont.)

#### EDUCATION AND EXPERIENCE: (cont.)

##### II

A Bachelor's degree in the fields of study described in Option I and two years of professional experience in which applicant acquired experience in records systems, and the appraisal, retention, disposition, and protection of records; OR

##### III

Certification as a Records Manager by the Institute of Certified Records Managers; OR

##### IV

Two years of experience as a Records Manager I in Nevada State service; OR

##### V

An equivalent combination of qualifying education above the high school level and qualifying paraprofessional experience in records management applications; plus two years of professional experience as described in Option I.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Working knowledge of state and agency administrative regulations, policies and procedures. General knowledge of the principles and practices of management and supervision.

Ability to establish work priorities, delegate assignments, and train, motivate, and supervise staff. Ability to formulate and administer a project budget with multiple funding sources.

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of State laws, codes, and regulations dealing with the requirements, restrictions, and reasons for the retention and use of records. Working knowledge of records management principles and practices having to do with the creation, handling, and disposition of records.

Working knowledge of forms design, filing systems and equipment, micrographics, records center design and operation, records protection systems and devices.

In addition, all knowledge, skills, and abilities required at the lower level of the series.

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## MINIMUM QUALIFICATIONS (cont.)

### RECORDS MANAGER I

#### EDUCATION AND EXPERIENCE:

##### I

A Master's degree from an accredited college or university in history, information management, or closely related field of social science or business management which included an emphasis in records management or archives administration or which included six semester credits in computer science and six semester credits in college algebra or higher level math; OR

##### II

A Bachelor's degree from an accredited college or university in history, information management, or closely related field of social science or business management which included an emphasis in records management or archives administration or which included six semester credits in computer science and six semester credits in college algebra or higher level math; OR

##### III

An equivalent combination of qualifying education above the high school level and paraprofessional experience in records management applications in which the applicant acquired experience in the procedures and techniques for accessioning, referencing, disposition, transferring, microfilming, and preserving records. Qualifying experience may be substituted for education on a year for year basis.

#### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

General knowledge State laws, codes, and regulations dealing with the requirements, restrictions, and reasons for the retention and use of records. General knowledge of state and agency administrative regulations, policies and procedures.

Ability to compare and inspect records storage facilities, equipment, and systems and judge whether they meet prescribed federal and state minimum requirements. Ability to write correspondence, procedures, and reports concerning records management programs, equipment, and facilities. Ability to make oral group presentations to encourage acceptance and implementation of records management programs and explain procedures and policies of the records center, archival administration, and all records management concepts and applications. Ability to establish and maintain cooperative working relationships with co-workers, other division and department staff and agencies which the section is working with including the legislative and judicial branches. Ability to work independently and follow through on assignments with minimal direction. Ability to plan organize, and manage projects. Ability to set priorities which accurately reflect the relative importance of job responsibilities. Ability to enter and retrieve information from an automated database system.

#### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of forms design, filing systems and equipment, micrographics, records center design and operation, records protection systems and devices. General knowledge of federal laws, codes, and regulations dealing with the requirements, restrictions, and reasons for the retention and use of records. General knowledge of records management principles and practices having to do with the creation, handling, and disposition of records.

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**MINIMUM QUALIFICATIONS (cont.)**

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)**

Ability to identify a record series and complete an inventory by describing the title, content, uses, arrangement, administrative life, volume, and types of duplication. Ability to operate a records center through application of procedures and techniques for accessioning, referencing, disposition, transferring, microfilming and preserving records. Ability to perform mathematical computations with units such as cubic, linear, and square feet to measure records and calculate storage space requirements.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	10/1/68	7/1/91P 3/13/90PC	7/1/91P 3/13/90PC
REVISED:	7/1/85R 7/22/85PC		
REVISED:	10/25/85-3		
REVISED:	7/1/89P 9/27/88PC		
REVISED:	7/1/91P 3/13/90PC		